

EXHIBIT K
to John Arntz Decl. ISO
Opposition to PI Motion



City and County of San Francisco
Department of Elections
sfelections.org (415) 554-4375



POLL WORKER MANUAL

— including —
Inspector Instructions and Clerk Job Cards



June 7, 2016 | Polls Open 7 a.m. to 8 p.m.

Presidential Primary Election

Get training resources, your precinct assignment, and more online!

sfelections.org/pollworker

Interested in additional hands-on practice?

Attend a voting machine practice lab! Call (415) 554-4395 to sign up.

Questions before Election Day?

Call: (415) 554-4395

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Primary Elections in California

California has two primary election systems in place.

Modified Closed Primary System for Presidential Elections

Under this system, voters who indicate a political party preference when they register to vote may participate in their party's June presidential primary election and, if applicable, vote for members of that party's County Central Committee or County Council. There are six qualified parties in California:

- American Independent Party
- Libertarian Party
- Green Party
- Peace and Freedom Party
- Democratic Party
- Republican Party

Each political party has the option of also allowing people who registered to vote without stating a preference for a qualified political party to vote in their presidential primary election. For the June 7 Presidential Primary Election, the following political parties will allow voters with no party preference to vote in their primary election for President of the United States:

- American Independent Party
- Democratic Party
- Libertarian Party

Open Primary System for Voter-Nominated Offices

Under this system, all candidates for a voter-nominated office are listed on the same ballot, regardless of the candidates' party preferences, and any voter may vote for any candidate, regardless of the voter's party preference.

For example, for a voter-nominated office, a voter who indicated a preference for the Democratic Party when he or she registered may vote for a candidate whose preference is for the Republican Party.

The voter-nominated offices are the state legislative offices, U.S. congressional offices, and state constitutional offices. For the June primary election, all voters, regardless of their party preference, can vote for the following voter-nominated offices:

- United States Senator
- United States Representative in Congress
- State Senator
- Member of the State Assembly

The two candidates who receive the most votes in the June primary election move on to the November general election.

In addition to the voter-nominated offices, any voter, regardless of his or her party preference, may vote in contests for nonpartisan offices and in favor of or against ballot measures. In the June election, all voters can vote in the following contests:

- the nonpartisan office of Judge of the Superior Court
- any state, local, or district ballot measures

Ballot Information Sign and the Roster of Voters

You will issue a voter's ballot based on their language preference and party preference.

Language

The ballot is available in: English/Chinese (CH), English/Spanish (SP), English/Filipino (FI)

- If a voter has a language preference in the Roster, issue their ballot in that language.
- If there is no language preference in the Roster, alert the voter that they can ask for and receive a Spanish or Filipino ballot, otherwise issue the English/Chinese ballot. If a voter wants to update their language preference, ask them if they'd like to complete a Language Preference Form so we can update their preference for future elections.

Party Preference

- If a voter registered with a party preference, indicated by a single bubble with a party abbreviation, issue that ballot.
- If a voter registered with No Party Preference, indicated by four bubbles in the Roster, point them to the "Ballot Information" sign and ask them to choose an option.

Roster example

REF	VOTER NAME	LANG	ADDRESS	BALLOT	SIG
094	Lai Megan	CH	568 Theresa St	<input checked="" type="radio"/> DEM <input type="radio"/> AI <input type="radio"/> N-PP <input type="radio"/> N-AI <input type="radio"/> N-DEM <input type="radio"/> N-LIB	
70	Laiou Katherine		95 Capistrano Ave	<input type="radio"/> DEM <input checked="" type="radio"/> AI <input type="radio"/> N-PP <input type="radio"/> N-AI <input type="radio"/> N-DEM <input type="radio"/> N-LIB	
23	Lamm Ming Jane		768 Capistrano Ave	<input checked="" type="radio"/> DEM <input type="radio"/> AI <input checked="" type="radio"/> N-PP <input type="radio"/> N-AI <input type="radio"/> N-DEM <input type="radio"/> N-LIB	
26	Lan Lynn	SP	546 Capistrano Ave	<input type="radio"/> DEM <input checked="" type="radio"/> AI <input type="radio"/> N-PP <input type="radio"/> N-AI <input type="radio"/> N-DEM <input type="radio"/> N-LIB	
25	Lang Leo	FI	158 Capistrano Ave	<input checked="" type="radio"/> DEM <input type="radio"/> AI <input type="radio"/> N-PP <input type="radio"/> N-AI <input type="radio"/> N-DEM <input type="radio"/> N-LIB	

Language Preference

Party Preference

Ballot Information

Language Preference
You will receive an English/Chinese ballot unless you request a ballot with Spanish or Filipino. Facsimiles of the ballot are available in Vietnamese, Korean, and Japanese for your reference.

Party Preference

A. If you indicated a party preference when you registered to vote, your ballot has all contests, including those specific to your party.
B. If you indicated no party preference when you registered to vote, select one of four ballot options:

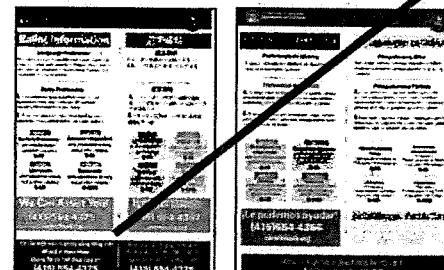
No Party Preference all contests except presidential primary N-PP	American Independent party presidential primary and all other contests N-AI
Libertarian party residential primary and all other contests N-LIB	Democratic party presidential primary and all other contests N-DEM

We Can Assist You!

Ballot information Sign

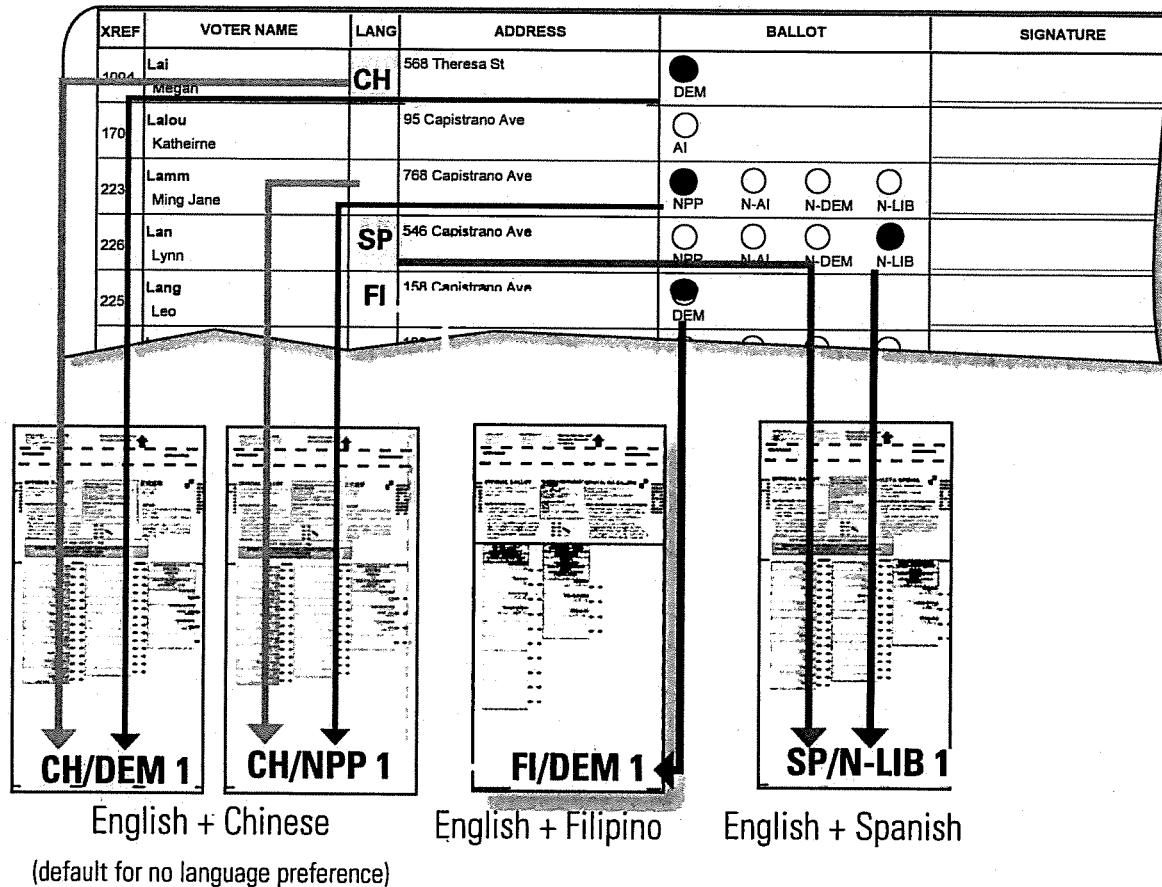
Display this two-page "Ballot Information" sign on the Election Table. This sign explains information that is printed in the Roster about a voter's language preference and party preference.

It also lists Voter Assistance hotlines in English, Chinese, Spanish, Filipino, Vietnamese, Korean, and Japanese.

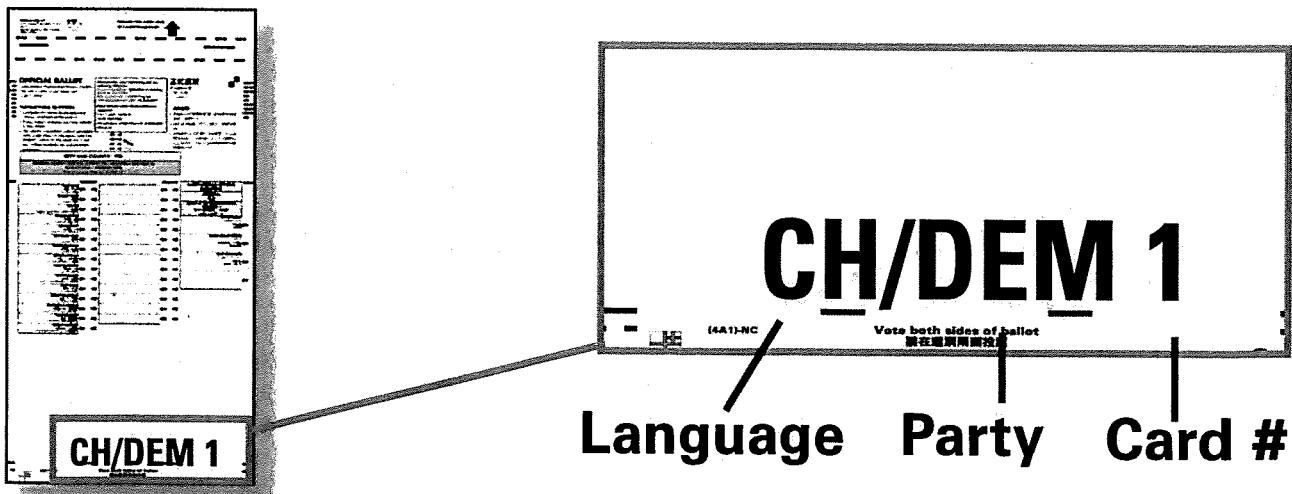


Issuing the Correct Ballot According to the Roster

Match the ballot abbreviation to the language and party preference in the Roster



Reading the abbreviation at the bottom of the ballot



How to Process a Standard Voter

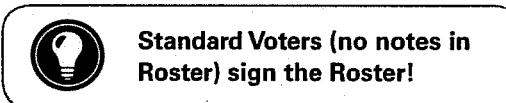
This is an overview of processing a Standard Voter. See the voting procedures Job Cards for step-by-step instructions. The Roster of Voters lists all the voters registered in a precinct.

Standard Voters are listed in the Roster with no notes.

Roster Clerk Tasks

As Roster Clerk (Job Card 1), you will greet voters and find their names in the Roster.

Standard Voters do not have notes in the Roster. For a Standard Voter, you will:



"VBM Issued" note means a vote-by-mail ballot has been issued. See page 43.

VOTER NAME	LANG	ADDRESS	BALLOT	SIGNATURE	
Moore, Fabiola	SP	1234 Van Ness	<input type="radio"/> DEM <input type="radio"/> REP		
Mohuew, David		432 Van Ness VBM Issued	<input type="radio"/> REP		

Check Language Preference

For a voter with no language preference, say: "You will receive an English/Chinese ballot unless you prefer a Spanish or Filipino version"

OR

If voter wants a version with Filipino or Spanish: tell the Ballot Clerk. Offer the voter the Language Preference Form in case the voter wishes to update their preference for future elections. Whether or not the voter completes the form, issue the preferred ballot.

OR

If voter does not indicate another preference: Show the Ballot Clerk the voter's name in the Roster with no language preference. The Ballot Clerk can issue the default English/Chinese ballot.

For a voter with a language preference, show the Ballot Clerk the voter's language preference in the Roster. Language preference abbreviations: CH-Chinese SP-Spanish, FI-Filipino

Check Party Preference

For a voter with no party preference, say: "You are registered as No Party Preference, please tell me which of these 4 ballot options you would like. Point to "Ballot Information" sign. Voter chooses one of the four options, fill in bubble, then show Ballot Clerk the voter's preference."

OR

For a voter with a party preference, fill in bubble next to abbreviation then show Ballot Clerk the voter's party preference.

If any voter requests a party preference option not listed near their name, allow them to vote that ballot provisionally.

Do NOT have them sign roster.

Standard Voter (continued)

Check voter's name off Street Index:

The Street Index lists voters numerically by the cross reference number next to their name in the Roster. There are 2 copies of the Street Index:

A table titled "STREET INDEX" with columns XREF, VOTER NAME, LANG, ADDRESS, and BALLOT. Row 140 has Beam, Ken in the VOTER NAME column and DEM in the BALLOT column. Row 141 has Mccharque, Aaron in the VOTER NAME column and AI in the BALLOT column.

Table Street Index

Step A) Table copy: For each voter, find cross reference number from Roster. Cross off number.

A table titled "STREET INDEX" with columns XREF#, ADDRESS, and NAME. Row 140 has 8262 in the ADDRESS column and Beam, Ken in the NAME column. Row 141 has 8262 in the ADDRESS column and Mccharque, Aaron M in the NAME column. Row 142 has 8272 in the ADDRESS column and Thornton, James P in the NAME column. Row 143 has 8272 in the ADDRESS column and Thornton, Linda E in the NAME column.

Posted Street Index

Step B) On the Posted copy (posted just outside your polling place room): Once an hour until 6 p.m., mark through names of all voters crossed off on Table Street Index.

A table titled "STREET INDEX" with columns XREF#, ADDRESS, VBM, and NAME. Row 140 has 8262 in the ADDRESS column and Beam, Ken in the NAME column. Row 141 has 8262 in the ADDRESS column and Mccharque, Aaron M in the NAME column. Row 142 has 8272 in the ADDRESS column and Thornton, James P in the NAME column. Row 143 has 8272 in the ADDRESS column and Thornton, Linda E in the NAME column.

Step C) Mark through names on Table copy once Posted copy has been updated.

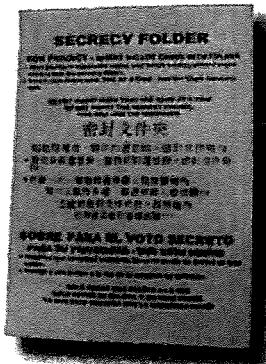
A table titled "STREET INDEX" with columns XREF#, ADDRESS, VBM, and NAME. Row 140 has 8262 in the ADDRESS column and Beam, Ken in the NAME column. Row 141 has 8262 in the ADDRESS column and Mccharque, Aaron M in the NAME column. Row 142 has 8272 in the ADDRESS column and Thornton, James P in the NAME column. Row 143 has 8272 in the ADDRESS column and Thornton, Linda E in the NAME column.

Give the voter a Blue Secrecy Folder.

- This folder keeps the voter's ballot private and lets the Insight Clerk know that this is a Standard Voter.

Ask every voter: ***May I offer you any assistance?***

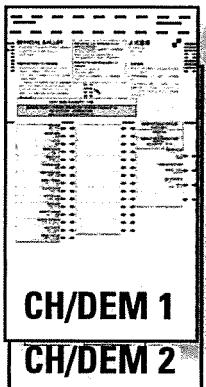
If the voter requests to use the Edge accessible Machine, let your Inspector know.



Standard Voter (continued)

Ballot Clerk Tasks

If you serve as Ballot Clerk (Job Card 2), you will:



Issue a paper ballot to the voter, unless the voter requests to use the Edge Accessible Voting Machine.

Issue the ballot based on the voter's language and party preference. If the voter does not have a language preference, issue an English/Chinese ballot by default. If voter does not have a party preference, voter will choose one of the four available options.

Ballot cards are in a set on a pad in order (Card 1 and 2) Each bilingual version and party or no party preference option has a separate pad. Tear off the complete set of cards for each voter.

Insight Clerk Tasks

If you serve as Insight Clerk (Job Card 3), you will:

Monitor the Insight voting machine to ensure that the ballots of Standard Voters are accepted.



- Only voters with a Blue Secrecy Folder (Standard Voters) may use the Insight Voting Machine.
- The Insight voting machine will accept the ballot and make a "happy noise." This voter's ballot has been counted on Election Day!
- If the machine returns the ballot with a message, or stops working, look to your Job Card for directions.

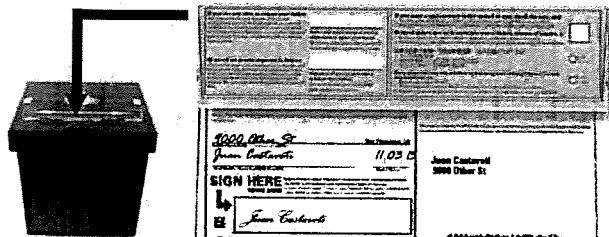
How to Process a Vote-by-Mail (VBM) Voter

Vote-by-mail (VBM) voters have already been issued a ballot, either by mail or early voting. Vote-by-mail voters have **three options**:

Option 1: Drop Off Ballot

A San Francisco voter may drop off a voted vote-by-mail ballot at any polling place in San Francisco. **DO NOT** look for this voter in the Roster.

- Confirm that the vote-by-mail envelope is signed and sealed. Ask the voter to drop the envelope in the Red Box.



VBM voters dropping off their ballot sign the envelope.

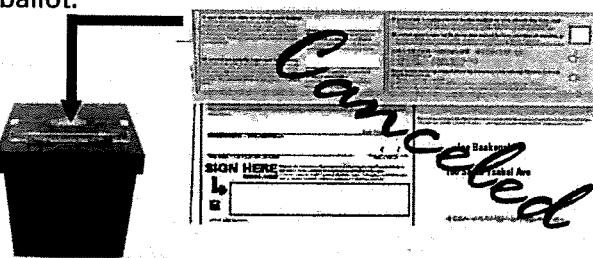
Option 2: Exchange Ballot

A VBM voter registered in your polling place is listed in the Roster with a VBM issued note. This voter can drop off the vote-by-mail ballot or exchange the ballot for a precinct ballot.



If the voter wants to exchange the VBM ballot:

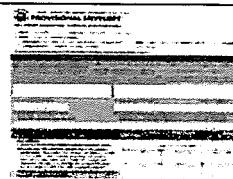
- Ask the voter to seal the ballot in the VBM envelope.
- Write CANCELED across BOTH SIDES of the envelope and drop the envelope in the Red Box. This lets the Department of Elections know that this voter did not vote their VBM ballot.
- After dropping 'canceled' ballot in Red Box, process voter as a 'Standard' voter.



VBM voters exchanging their ballot sign the Roster.

Option 3: Vote Provisionally

- If the voter does not have the VBM ballot, he or she may vote provisionally.
- **DO NOT** mark anything in the Roster. Ask the Ballot Clerk to conduct provisional voting.



Provisional Voters sign the provisional envelope.

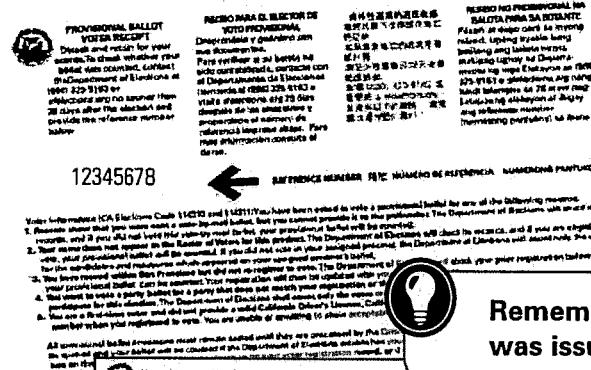
How to Process a Provisional Voter

Voters vote provisionally if their eligibility cannot be determined at the polling place. Reasons for voting provisionally include:

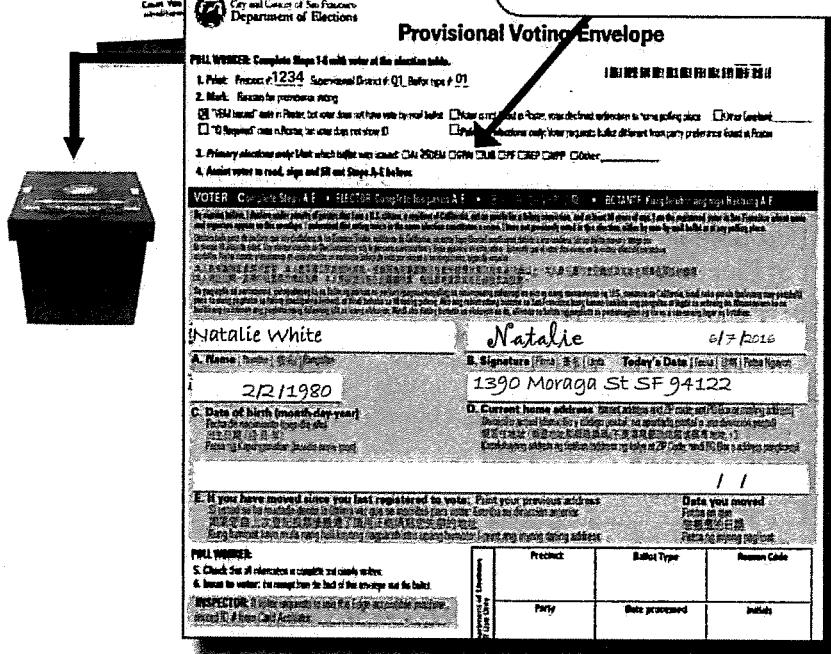
- a) **VBM issued** note in the Roster, but voter does not have vote-by-mail ballot;
 - b) Voter not listed in Roster, but voter declined to go to home polling place;
 - c) Voter wants a ballot different from party preference listed in Roster
 - d) **ID required** note is in Roster, but voter does not show ID

The Ballot Clerk will help process the Provisional Voter by following the steps on the provisional envelope. The Provisional Voter will seal the ballot in the provisional envelope and deposit it in the Red Box. The Provisional Voter does not use the Insight Voting Machine.

The voter receipt (back flap of envelope) includes information on provisional voting and the reference number voters can use to check the status of their provisional ballot.



**Remember to mark which ballot
was issued.**



Place envelope,
with the ballot
sealed inside,
into the Red Box.



**Provisional Voters sign the
provisional envelope, not the Roster.**

Other Situations

ID-Required Note in Roster

An ID-Required note in the Roster means that voter did not provide enough information when registering to vote.

XREF	VOTER NAME	LANG	ADDRESS	BALLOT	SIGNATURE	VO
1094	Lamb Mai Ling	CH	254 Theresa St ID required	<input type="radio"/> DEM		

- Show the voter the yellow pages in the front of the Roster. These pages list all acceptable forms of identification.
- If the voter shows a form of ID listed on the yellow pages, process the voter as a Standard Voter.
- If the voter does not show a form of ID listed on the yellow pages, process the voter provisionally.
- If the note says both **ID required** and **VBM issued**, call the Election Center.

Voter Not Listed in Roster

First, double check all pages in the Roster. If you still cannot find the voter's name, offer the following options:

- vote provisionally, or
- redirection to their home polling place

Voter Wants Redirection to Home Polling Place

- To locate a voter's home polling place, you can call Voter Assistance for directions; or the voter can look up polling place address on sfelections.org. You can also use the map and polling place list (on blue paper) to locate voter's home polling place:
 - Find the map and the polling place list (on blue paper) in the Election Table folder.
 - Ask voter to point to where they live on the map. Precinct numbers are listed on the map.
 - Find the corresponding precinct number on the polling place list and tell the voter the address of their home polling place. If you need assistance, call the Election Center.

Voter Wants Ballot Different from the Party Preference in Roster

- If a voter wants to vote a ballot different from the party preference or no party preference options listed in the Roster, they may vote provisionally.



Voters can check their registration and home polling place location on sfelections.org.

Party Preference Overview

Voter is Registered as:

Elector Content

Listed in Roster

Ballot Abbreviation

American Independent (AI)

American Independent Party presidential candidates

DEM

AI

Democratic (DEM)

Democratic Party presidential candidates
County Central Committee members

DEM

CH/DEM 1

Green(GRN)

Green Party presidential candidates
County Council members

GRN

CH/GRN 1

Libertarian (LIB)

Libertarian Party presidential candidates

LIB

CH/LIB 1

Peace and Freedom (PF)

Peace and Freedom Party presidential candidates

PF

CH/PF 1

Republican (REP)

Republican Party presidential candidates
County Central Committee members

REP

CH/REP 1

One of four ballot options:

Option 1: No Party Preference (NPP) all contests except

presidential primary

Option 2: American Independent (N-AI) presidential

primary and all other contests

Option 3: Democratic (N-DEM) presidential primary and all

other contests

Option 4: Libertarian (N-LIB) presidential primary and all

other contests

No Party Preference
American Independent, Libertarian, and Democratic parties are the only parties that have chosen to allow no party preference voter participation

Voter selects one option

All Voters Vote On

Voter-nominated offices: U.S. Senator, U.S. Representative in Congress, State Senator, Member of the State Assembly.
Non-partisan office: Judge of Superior Court Measures

If a voter requests a party ballot different from what is listed in the Roster, they may vote provisionally.



Issue the ballot based on a voter's language preference and party preference.



Roster Clerk

1. Greet Voter: "Welcome! May I have your name and address?"
2. Find Voter in Roster: Confirm voter's name and address.

Standard Voter: Listed in Roster with no notes (for other situations, see back of this job card)

3. Check language preference, 2 possible situations:

A) With Language preference:

VOTER NAME	LANG	ADDRESS	BALL
Lee	CH	23 Theresa St	C DE
Jeff			

1. Show the Ballot Clerk the voter's language preference

B) Blank language preference:

VOTER NAME	LANG	ADDRESS	BALLOT
Smith	1	543 16th Ave	
Melissa			DEM

1. Point to "Ballot Information" sign and Say: "You will receive an English/Chinese ballot unless you prefer a Spanish or Filipino version"

or

If voter wants a Filipino or Spanish version:

Offer voter Language Preference Form and Say "If you would like your Language Preference noted for future elections, please fill out this form and return it to the Election Table"

4. Check party preference, 2 possible situations:

A) Voter has ONE party abbreviation:

VOTER NAME	LANG	ADDRESS	BALL
Smith	543 16th Ave		
Melissa			DEM

1. Fill in bubble next to abbreviation

2. Show Ballot Clerk voter's party preference

B) Voter has FOUR party abbreviations:

VOTER NAME	LANG	ADDRESS	BALLOT
Wilson		543 11th Ave	
Steph			N-DEM N-LIB

or

1. Say: "You are registered as No Party Preference, please tell me which of these 4 ballot options you would like. The descriptions of the different options are here." (point to "Ballot Information" sign)

2. Fill in bubble next to voter's ballot preference

5. Ask Voter to sign on signature line.

6. Update street index (more details on page 41)

- 6a) Table copy: For each voter, find cross reference number from Roster. Cross off that number on table index.
- 6b) Posted Copy: Once an hour until 6 p.m., draw a line through names of all voters crossed off on Table copy.
- 6c) Draw a line through names on Table copy once Posted copy has been updated.

7. Give Voter blue Ballot Secrecy Folder. Ask every voter: "May I offer you any assistance?"

(If voter request an audio or touchscreen ballot (Edge accessible machine), ask Inspector to assist)

INSPECTOR: TEAR OUT AND ASSIGN THIS JOB CARD.



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Voter With ID Required Note in Roster

1083	Defarро Robert
543 28th Ave - ID Required	

- Vote-by-Mail (VBM) Issued Note in Roster**
- VBM voters registered in your precinct are listed with a 'VBM issued' note:

1083	Stilin Christopher
543 San Juan Ave - VBM Issued	

Say to voter: *The Roster shows that you were issued a vote-by-mail ballot. You can drop off your ballot here, or I can exchange your vote-by-mail ballot for a precinct ballot. If you cannot provide it, you may vote provisionally.*

* If voter wants to drop off VBM ballot: confirm envelope is signed and sealed. Drop in Red Box.

* If voter wants to exchange VBM ballot for precinct ballot:



1. Ask voter to seal VBM ballot in envelope.
2. Write CANCELED on both sides of envelope and drop envelope in Red Box. Process voter as a Standard Voter.

* If voter does not have VBM ballot and wants to vote at the polling place, ask Ballot Clerk to process voter provisionally.

Vote-by-Mail (VBM) voter dropping off ballot

Voted VBM envelopes can be dropped off at any polling place.

Do not check Roster.

Confirm envelope is signed and sealed. Drop in Red Box.

Voter Requests Ballot Different From Party Listed in Roster

Check colored pages in Roster for updated registration. If not listed there, ask Ballot Clerk to process voter provisionally.

If voter has questions about registration, call Voter Assistance.

Call for directions to home polling place:

(415) 554-4375

Voter can also visit: selections.org

Roster Clerk**Vote-by-Mail (VBM) Issued Note in Roster**

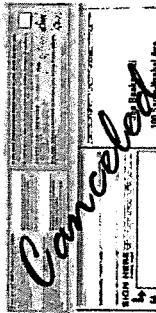
- VBM voters registered in your precinct are listed with a 'VBM issued' note:

1083	Defarро Robert
543 28th Ave - ID Required	

Say to voter: *The Roster shows that you were issued a vote-by-mail ballot. You can drop off your ballot here, or I can exchange your vote-by-mail ballot for a precinct ballot. If you cannot provide it, you may vote provisionally.*

* If voter wants to drop off VBM ballot: confirm envelope is signed and sealed. Drop in Red Box.

* If voter wants to exchange VBM ballot for precinct ballot:



1. Ask voter to seal VBM ballot in envelope.
2. Write CANCELED on both sides of envelope and drop envelope in Red Box. Process voter as a Standard Voter.

* If voter does not have VBM ballot and wants to vote at the polling place, ask Ballot Clerk to process voter provisionally.

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Voted VBM envelopes can be dropped off at any polling place.

Do not check Roster.

Confirm envelope is signed and sealed. Drop in Red Box.

Voter Requests Ballot Different From Party Listed in Roster

Check colored pages in Roster for updated registration. If not listed there, ask Ballot Clerk to process voter provisionally.

If voter has questions about registration, call Voter Assistance.

Call for directions to home polling place:

(415) 554-4375

Voter can also visit: selections.org

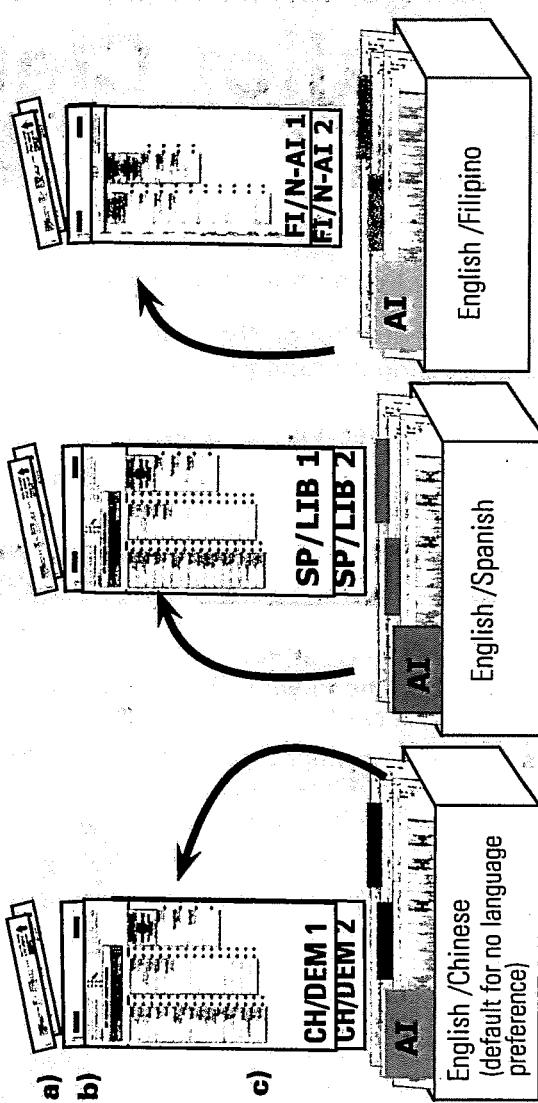
Ballot Clerk

Voters receive a paper ballot unless they request a touchscreen or audio format.

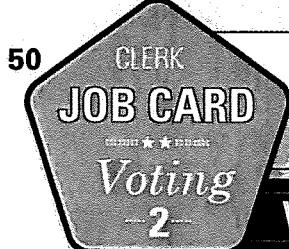
Issue the Ballot

1. Issue the ballot according to voter's language and party preference listed in the Roster unless the voter requests another language.
2. All ballot cards are stitched in a pad consecutively. Each party and language version has a separate pad. Issue the ballot:
 - a. Tear off the voter's receipt stubs by tearing from left to right.
 - b. Do not remove staples from middle strip. Drop stapled strip in Red Box when all ballots have been issued.
 - c. Issue the set of ballot cards and stubs.
3. Hand to the voter: ballot, receipts, and pen. Say to voter: *The ballot contains 2 cards. Please check both sides of the cards for contests and return this pen after voting. Thank you!*

VOTER NAME	LANG	ADDRESS	BALLOT
Kim Kye	CH	203 Thomas St.	DEM
Garcia Jerry	SP	1400 Cappitanio Ave	LIB
Lam Wai	FI	158 Capistrano Ave	N-DEM N-LIB



Party Preference	Abbreviation	No Party Preference	Abbreviation
American Independent	AI	Option 1: No party preference	NPP
Democratic	DEM	Option 2: No Party Preference American Independent	N-AI
Green	GRN	Option 3: No Party Preference Democratic	N-DEM
Libertarian	LIB	Option 4: No Party Preference Libertarian	N-LIB
Republican	REP		
Peace and Freedom	PF		



INSPECTOR: TEAR OUT AND ASSIGN THIS JOB CARD.

Ballot Clerk

Voter not listed in Roster: directions to home polling place

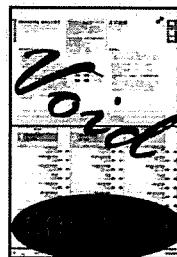
1. Find the map and the polling place list (on blue paper) in the Election Table folder.
2. Ask voter to point to where they live on the map. Precinct numbers are listed on the map.
3. Find the corresponding precinct number on the polling place list and tell the voter the address of his or her home polling place. If you need assistance, call the Election Center.

-Call Voter Assistance (415) 554-4375

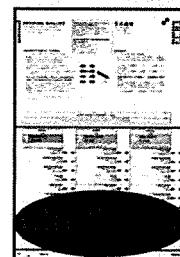
or visit sselections.org for directions to home polling place

If voter wants a replacement ballot card

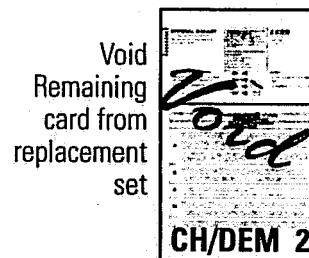
1. Write VOID across returned card. Look at the card number and abbreviation in the lower right corner so you reissue the correct card.
2. Tear off the complete set of ballot cards from ballot pad. Give voter the correct replacement card and receipt, and write VOID on the remaining card from that set.
3. Put the voided cards in the Red Box.
4. If the voter requests to void the same card again, issue the new card and SAY: *Under state law, I can only issue the same card 3 times. This is the third and final card that I may issue to you. May I offer you any assistance?*



Voter's Void card



Replacement card



Assist voter with provisional voting

A voter must vote provisionally if their eligibility cannot be determined at the polling place.

To process a voter provisionally, follow steps on the provisional envelope. Remember to mark which party ballot was issued!

SAY: *You will need the reference number on this receipt to check whether your ballot was counted. After marking your ballot, seal it inside this envelope and deposit the envelope in the Red Box. Do not insert the ballot into the voting machine. May I offer you any assistance?*

Place completed provisional envelope, with ballot sealed inside, into the Red Box.

